

ARIZONA ASSOCIATION OF REALTORS®



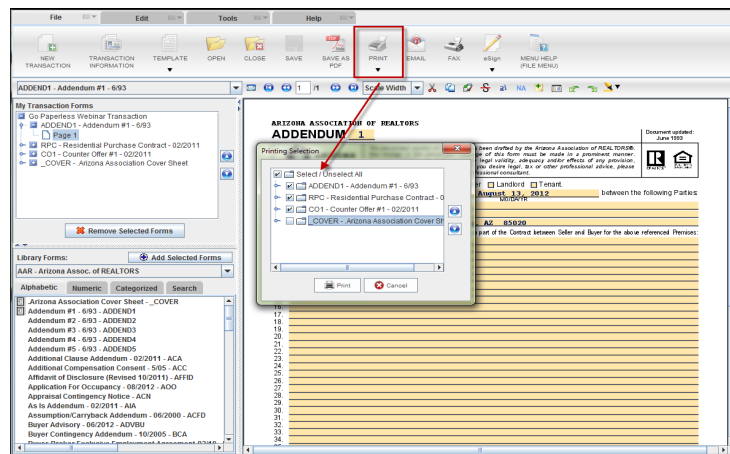
Step by Step Instructions using *eSign* from Zipform®



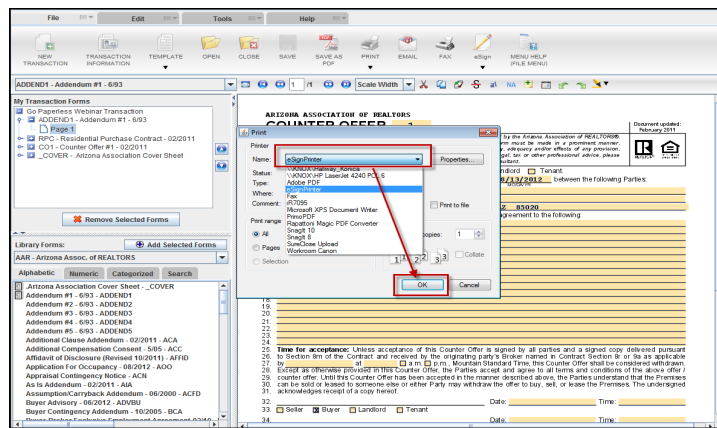
1. From the File tab menu in your Zipform® transaction, click **PRINT** and select the forms you want to have signed. Be sure the documents you are printing contain a QR code in the bottom right corner. (You will first need to install the *eSign* Print Driver. See the *eSign* section of the AAR Business services page at <http://www.aaronline.com/BusinessServices> for this download.)



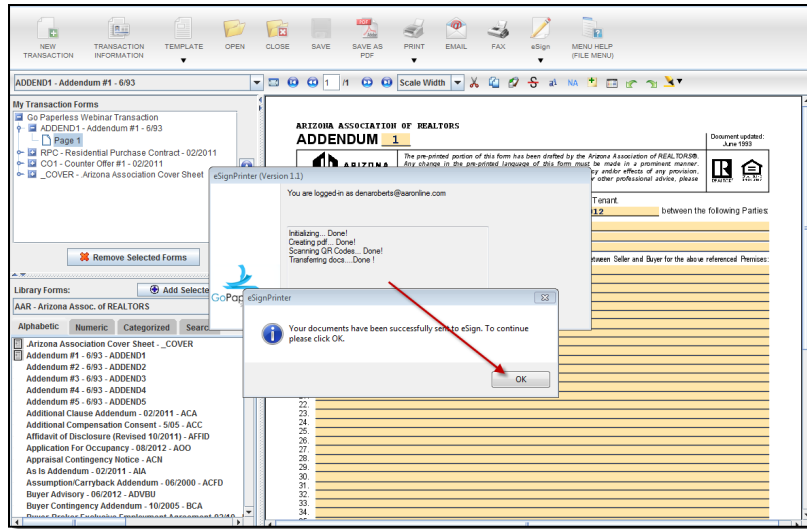
NOTE: If your forms do not have the above QR code in the bottom right corner, save them each to a separate PDF file on your computer and upload them into your transaction. Or, if none of your forms have a QR code, you can log in to your account directly to create a signing session. For instructions on creating a signing transaction outside of Zipform®, see # 16, page 10.



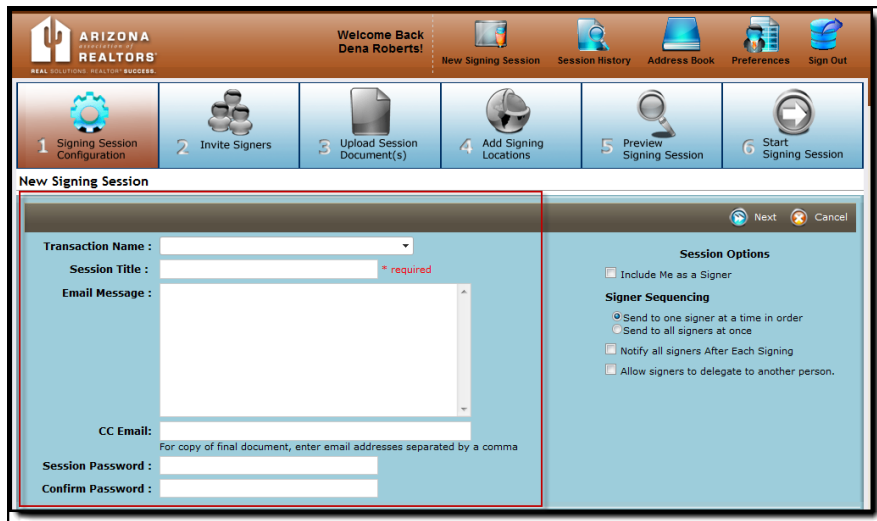
2. Select **eSign Printer** from your list of printers and click **OK**.



3. You will receive a confirmation message that your documents have been sent to *eSign*. Click **OK**.



4. A new internet browser window will open to Step 1 of the *Signing Session Configuration*. Fill in the appropriate session information.



Transaction Name - Property address.

Session Title - The name of the documents you are sending over including your clients last name for easy reference later.

CC Email - Enter the email address/s of anyone outside of the transaction that you would like a copy of the final signed documents to be sent to once the session is completed by all signers.

Session Password - This is not required but is recommended if you are sending to multiple signers who share an email with other family members or business associates. This would also be used if you have multiple signers on your session who are using the same email address. In the latter case you would send out separate sessions for each signer, each with a different password. (Be sure to inform your signers of the password ahead of time.)

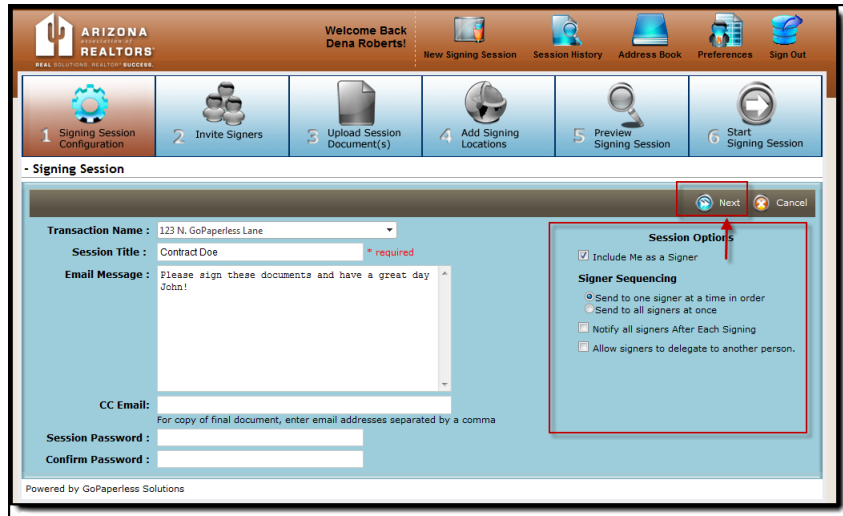
Include me as a Signer - check this box if you are including yourself on the signing transaction.

Signer Sequencing - Signing session can be sent to all signers at one time, or to one signer at a time.

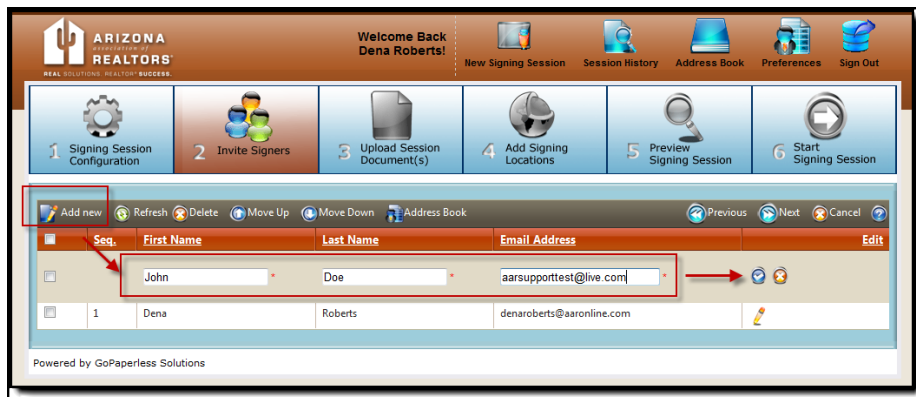
Notify all signers After Each Signing - This selection will allow for an email message to automatically go out to each signer once a previous signer has signed notifying them.

Allow signers to delegate to another person - This selection will allow your signer to delegate their signing session to another person. This comes in very handy when you are representing a company and are not sure who the authorized signee is.

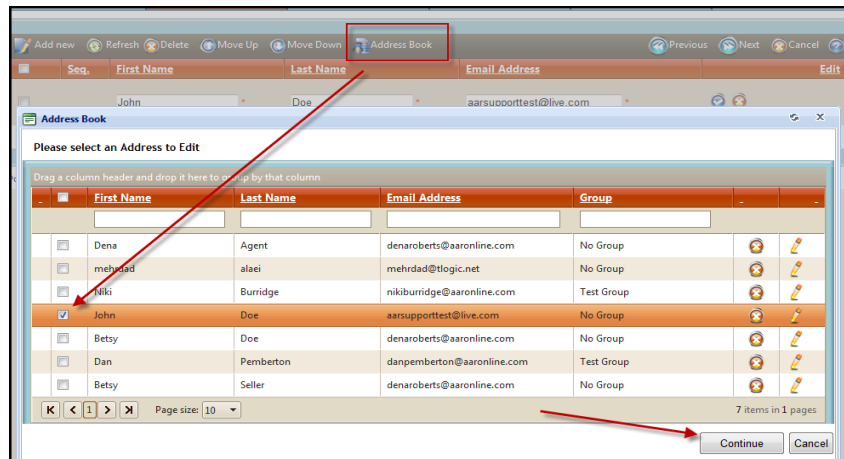
Once Step 1 is configured, click **Next**.



5. On **Step 2** of the *Invite Signers* screen, click **Add new** to add a new signer to your session. Enter the First Name, Last Name, and Email Address of your signer, then click the checkmark to add. Once added, this signer will automatically be placed in your address book for future signings.

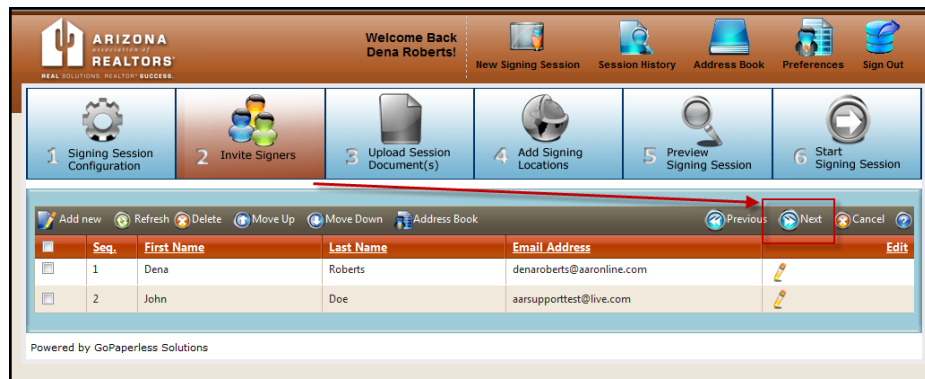


If the signer was on a previous session and is already in your address book, click **Address Book**, select your signer from the list by checking the box to the left of their name and click **Continue**.

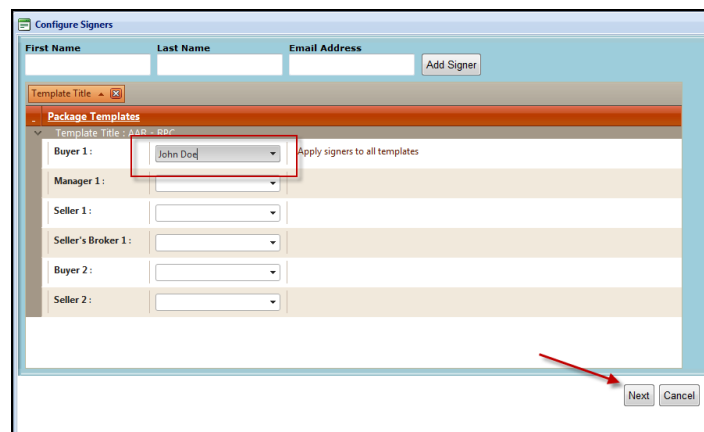


If you need to edit your signers name or email address, click the pencil to the right of their name, make the changes, and click the checkmark to save.

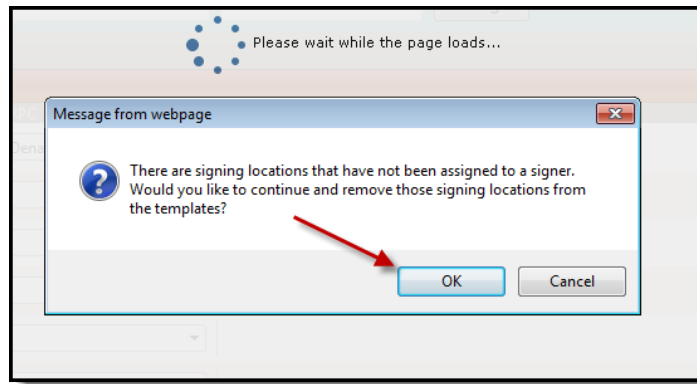
6. Once all of your signers have been added to the transaction, click **Next**.



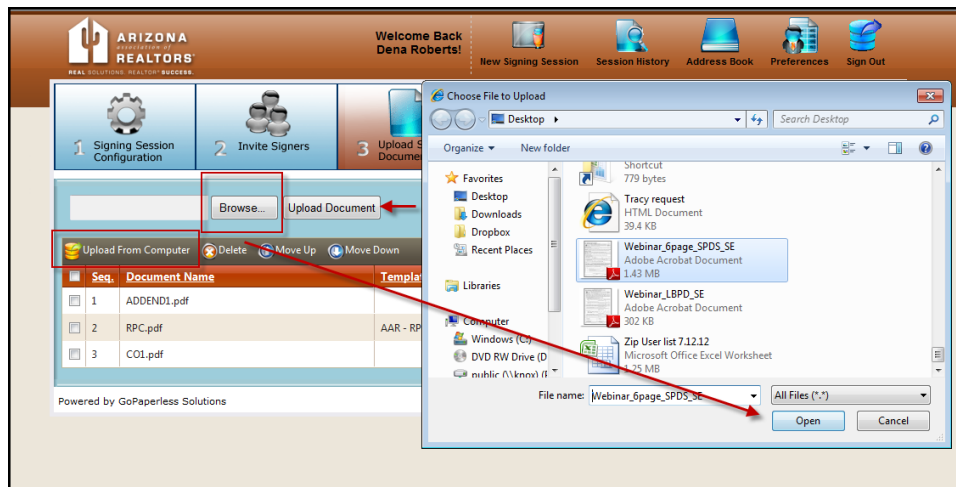
7. On **Step 3** of the *Upload Session Document(s)* screen the *Configure Signers* box will pop up. Select the correct signer from the drop down box for each role listed, and click **Next**.



When the below message appears, click **OK**.



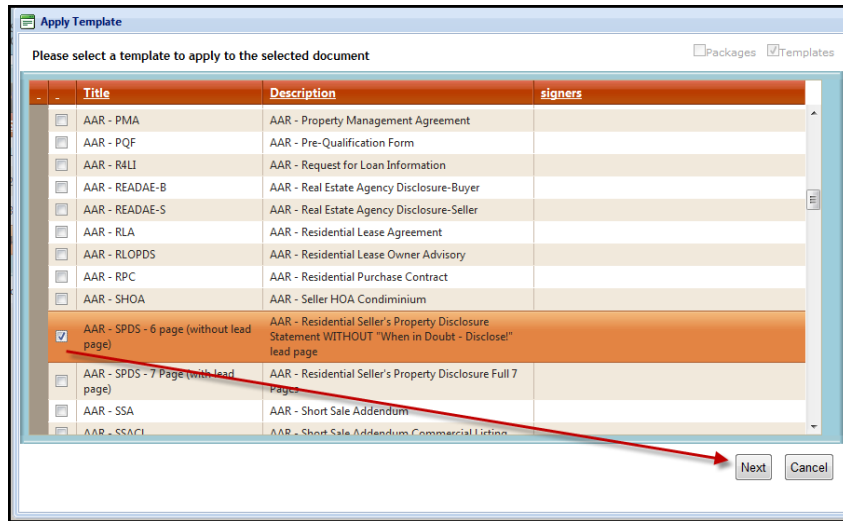
8. To add additional documents to your transaction, click **Upload From Computer**, click browse, click open, and then click **Upload Document**. You would use this function to add Zipform® forms that do not have the QR code at the bottom right corner or to add any external documents. Documents must be in PDF format and cannot exceed 10 MB.



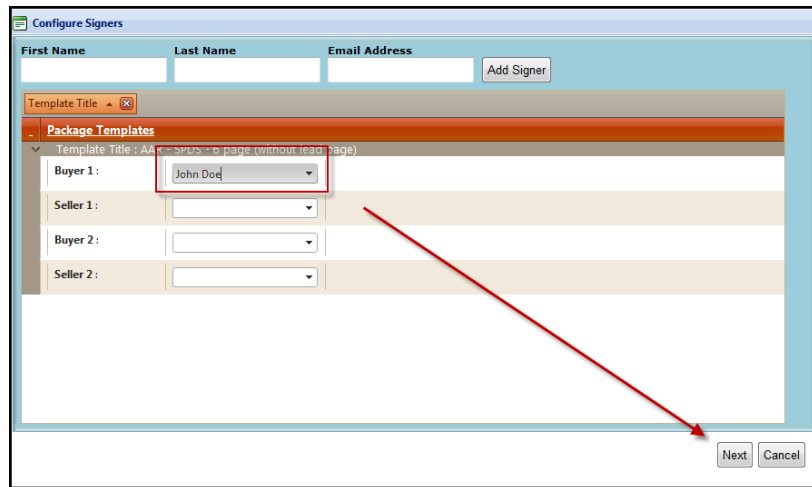
9. If the form you uploaded is a Zipform® form, click the **Apply Template** button to the right of the document name.



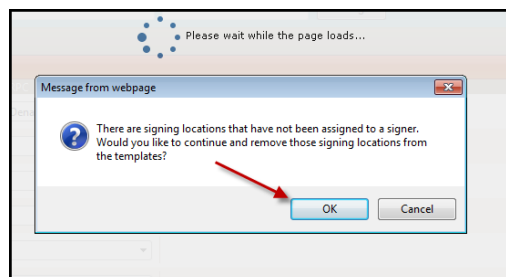
10. Select the name of your document from the list by checking the box to the left of the name and click **Next**. The documents are alphabetized first by Zipform® library name, then by form name.



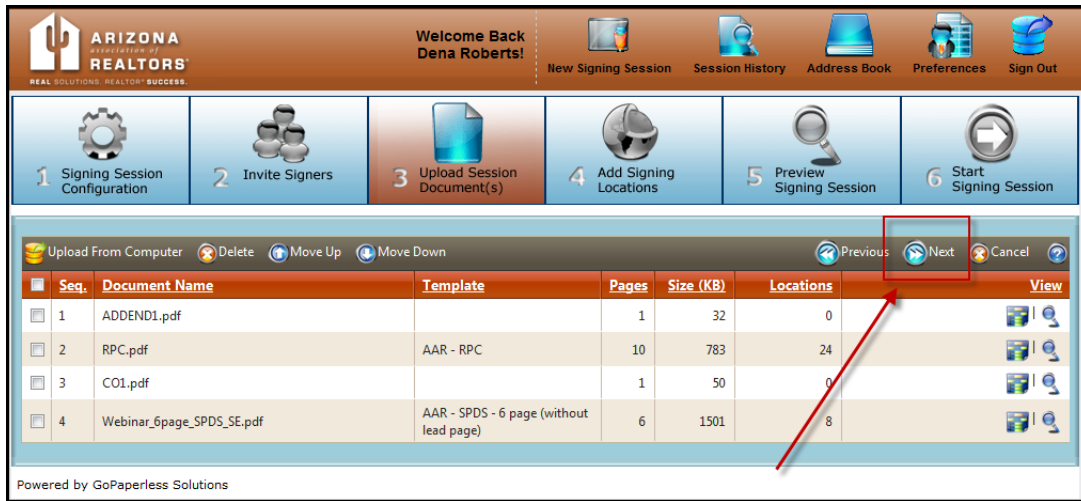
11. When the Configure Signers box pops up, select the correct signer from the drop down box for each role listed, and click **Next**.



When the below message appears, click **OK**.

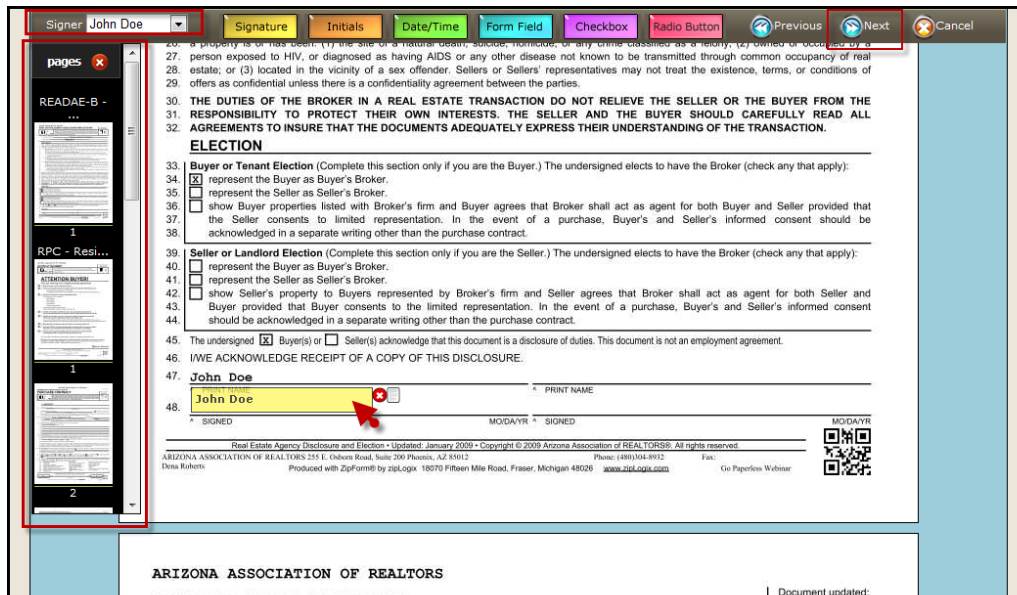


12. Once all documents are uploaded and templates have been applied, click **Next**.

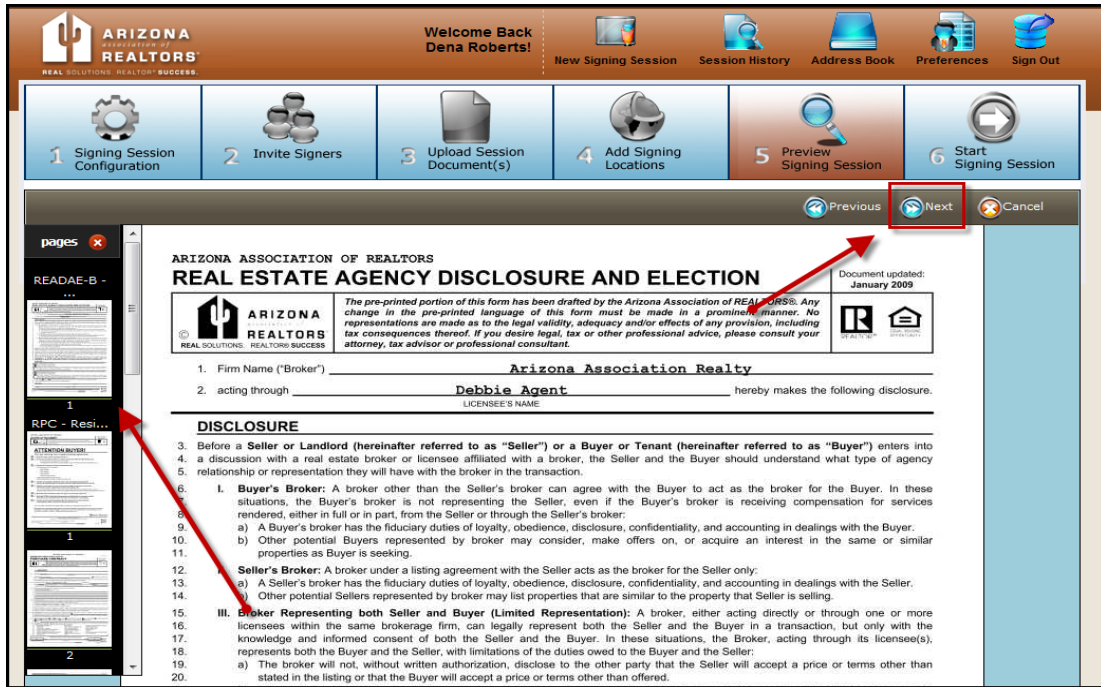


13. To manually add signing fields to forms that do not have them automatically applied from a template, follow the below steps:

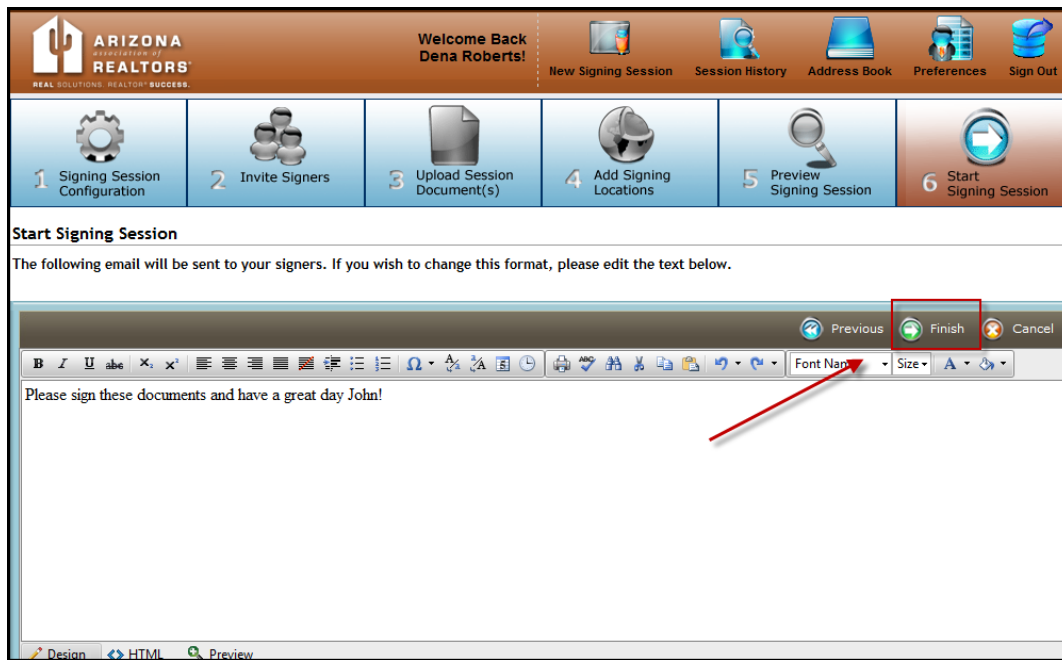
1. Select your *Signer* in the top left corner utilizing the drop down menu.
2. Click once on the desired field, i.e. *Signature*, *Initials*, etc., hold down the mouse click, drag the field to the desired location on the form, and unclick to place. Use the pages scroll section on the left to scroll from document to document or use the scroll function on your mouse. Repeat for all remaining fields and click **Next**.



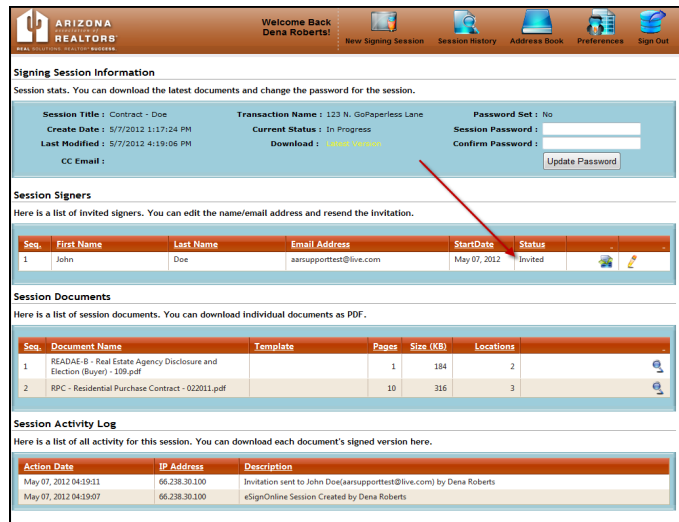
14. On Step 5 of the *Preview Signing Session* screen, preview document to confirm all signing location fields are present, then click **Next**.



15. On **Step 6** of the *Start Signing Session* screen, you can edit the email message you created during *Step 1*, then click **Finish**.

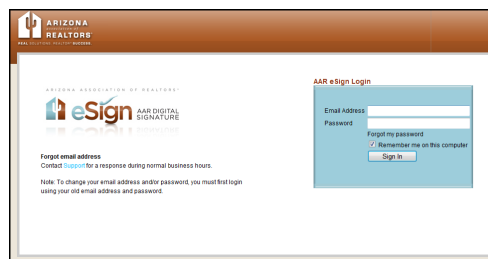


If you did not include yourself as a signer, you will be redirected to the session history screen where you can view the transaction status, edit signers, and update information on your Session. As soon as the documents are signed and completed by your client, you as well as all signers on the Session will receive and email with a link to download the documents. It is not necessary to log back in for this download.

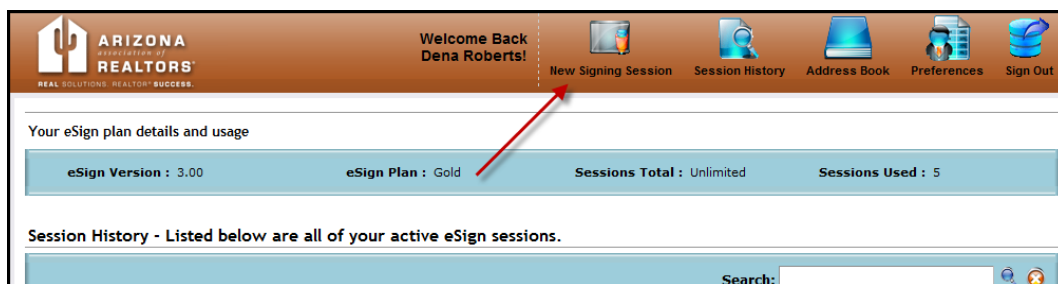


If you are a signer on the Session, you will be redirected into your signing session automatically. See page 11 for *Step by Step Instructions for signing an eSign Transaction*.

16. To create a Signing transaction outside of Zipform®, log into your eSign account at <http://aar.esignonline.net>



17. Click **New Signing Session** at the top of your screen. See instruction s # 4, page 3.



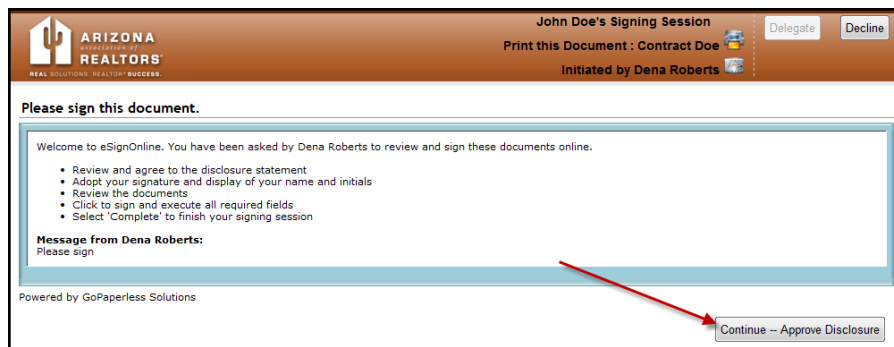
For support: Toll Free: (866) 833-7357 | Direct: (480) 304-8930
support@aaronline.com or visit <http://www.aaronline.com/businessservices>

Step by Step Instructions for signing an eSign Transaction.

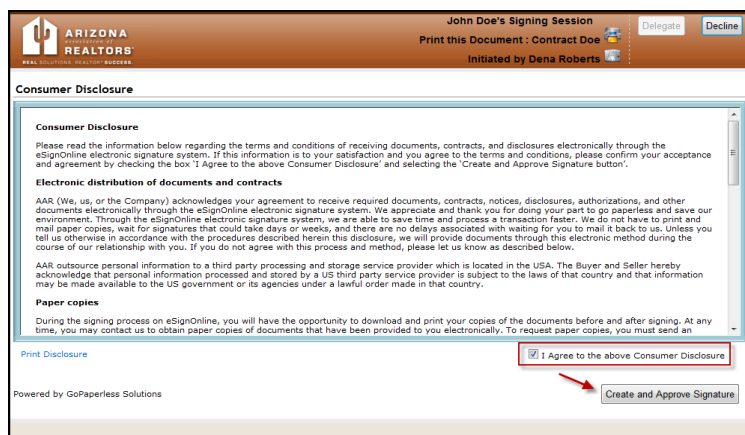
1. Once you have clicked **Finish** and your Session has been sent, your client will receive an email including a link to sign their documents. The Signer will click the **Click here to sign this document link**.



2. A new internet browser window will open and the signer will click **Continue -- Approve Disclosure**.



3. The signer will then read and agree to the Consumer Disclosure and click **Create and Approve Signature**.



4. The signer will select a signature and click **Start eSign Session**.

John Doe's Signing Session
Print this Document : Contract Doe
Initiated by Dena Roberts

Choose your Signature

My Signature : John Doe My Initials : JD

Signature	Initials	Signature	Initials
<input type="radio"/> John Doe	JD	<input type="radio"/> John Doe	JD
<input type="radio"/> John Doe	JD	<input checked="" type="radio"/> John Doe	JD
<input type="radio"/> John Doe	JD	<input type="radio"/> John Doe	JD

I agree that the signature and initials I have selected above will be the electronic representation of my signature and initials for all purposes when I use them in documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

I approve the above signature and initials.

Powered by GoPaperless Solutions

Start eSign Session

5. The signer will click **Start**.

John Doe's Signing Session
Print this Document : Contract Doe
Initiated by Dena Roberts

Please sign this document.

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ARIZONA ASSOCIATION OF REALTORS
ADDENDUM 1

The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.

- This is an addendum originated by the: Seller Buyer Landlord Tenant.
- This is an addendum to the Contract dated August 13, 2012 between the following Parties:
- Seller/Landlord: Sally Seller
- Buyer/Tenant: John Doe
- Premises: 123 N. Gopaperless Lane, Phoenix, AZ 85020
- The following additional terms and conditions are hereby included as a part of the Contract between Seller and Buyer for the above referenced Premises:
Agent is related to Buyer.

Document updated: June 1993

Start

6. The signer will click once on each field to sign, date, initial, etc. After each click they can click **Next** to be taken to the next signing location. Once all locations have been clicked, they will click **Done**.

pages +

35. _____

36. _____

37. _____

38. _____

39. _____

40. _____

41. _____

42. The undersigned agrees to the additional terms and conditions and acknowledges receipt of a copy hereof.

43. John Doe John Doe _____

44. Seller Buyer _____ Seller Buyer _____

45. Landlord Tenant _____ Landlord Tenant _____

46. _____

47. Seller Buyer _____ Seller Buyer _____

48. Landlord Tenant _____ Landlord Tenant _____

49. For Broker Use Only:
Brokerage File/Log No. _____ Manager's Initials _____ Broker's Initials _____ Date _____

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ARIZONA ASSOCIATION OF REALTORS 255 E. Osborn Road, Suite 200 Phoenix, AZ 85012
Phone: (480)504-8932 Fax: _____ Dena Roberts Go Paperless
Produced with pdfForm® by sglLogic 18070 Fifteen Mile Road, Fraser, Michigan 48028 www.zslLogic.com

ARIZONA ASSOCIATION OF REALTORS
COUNTER OFFER 1

The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.

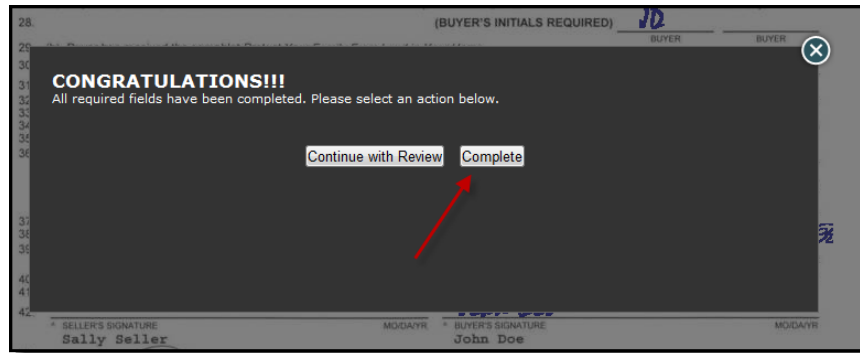
- This is a Counter Offer originated by the: Seller Buyer Landlord Tenant.
- This is a Counter Offer to the Offer Counter Offer dated 08/13/2012 between the following Parties:
- Seller/Landlord: Sally Seller

Document updated: February 2011

Done

Next

7. Once they click done they must click complete for their Session to be signed.



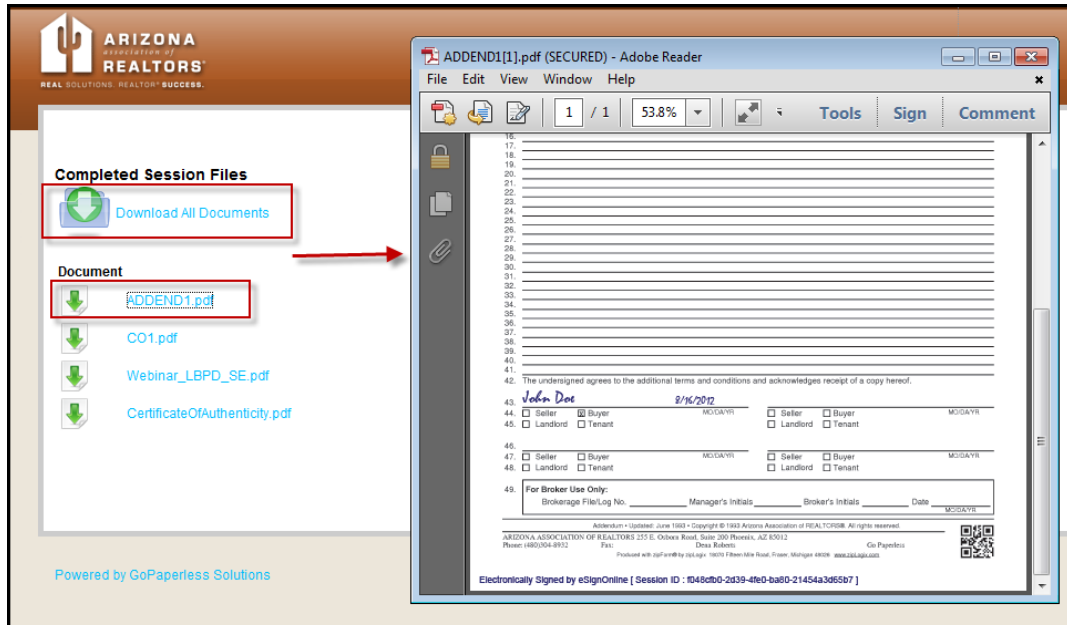
The signer will then receive a confirmation window stating that the signing session is complete.



8. After all signers have completed their signing session, all parties (including yourself) will receive a confirmation email stating **Signing Session Complete** in the subject line. To download the signed documents, click the **Download Signing Session Files** link.



9. A new internet Browser window will open. You can either download all documents at once, or you can click on each independent document to open. The document download screen also includes a Certificate of Authenticity for your records.



You can then save these documents to your computer.

For support:

Toll Free: (866) 833-7357 | Direct: (480) 304-8930 | support@aaronline.com or visit <http://www.aaronline.com/businessservices>